

AAEC HIGH SCHOOLS, INC. EARLY COLLEGE HIGH SCHOOLS



2019-2020 STUDENT/PARENT/GUARDIAN HANDBOOK

This handbook is designed to serve as a reference guide for current students and parents, and delineates school academic policies, programs and procedures. This document acts as a guide; however, and is not all inclusive. AAEC administration maintains the right to review and revise this document as necessary. Please review this handbook closely.

Mission Statement

“AAEC prepares young adults for success now and in the future by promoting lifelong learning through rigorous academic instruction, social responsibility and employability, and providing motivated students with the opportunity to earn college credits while completing their high school requirements.”

District Office and Campus Addresses

DISTRICT ADMIN OFFICES

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District Administration

Ms. Linda Proctor-Downing
Executive Director/Founder

Mrs. Suzanne Drakes
Assistant Executive Director

Mr. Brian Snoddy
Director of Academic Services

Mrs. Otilia Cuevas
Human Resources

Mr. Dennis Gray
Director of Administrative Services

Ms. Shannon Custer
Director of Student Services

Mrs. Donella Jurado
Finance Manager

Mr. Dale Nicol
Director of Support Services

Governing Board 2019-2020

Michael Larabee, **President**
Ken Roberts PHD, Member-**Secretary**
Pam Burns, Member-**Treasurer**
Linda McCormick, **Member**
Linda Proctor-Downing, **Member-Executive Director**

Educational Philosophy

The AAEC Professional Learning Community strives for excellence by providing rigorous and relevant academic curriculum, unique cultural experiences and exposure to community involvement.

The values that AAEC stresses to its students include: being a responsible citizen, able to respect others socially and intellectually, always accountable for their actions as to how they represent themselves, their families and AAEC. As such, they become trusted individuals that show compassion towards all human beings by participating in strong community service projects and exhibiting hard work and honesty.

School of Choice

AAEC is a school of choice. Therefore, it is our expectation that students will choose to excel in all areas of their education. AAEC students flourish as they learn to become good self-managers, work towards personal and academic goals, and display an awareness of the work ethic, academic accomplishment, and personal responsibility that prevail in an Early College High School.

Graduation Requirements

The AAEC academic program allows qualified students the opportunity to earn concurrent high school and college credits. Graduates who have excelled may earn sufficient credits to earn an associate's degree or complete their AGEC (Arizona General Education Curriculum). However, most students will need to pay for some college classes in order to get an Associate Degree. Graduation Requirements: (1 credit = 1 year of study)

- Each student must complete 15 hours of community service for each semester they attend AAEC.
- All students will take state recommended tests.
- The Arizona Department of Education requires all students to complete an Educational and Career Action Plan (**ECAP**).
- All students must take and pass the Civics test in order to graduate.
- All students must complete cardiopulmonary resuscitation (**CPR**) training.

COURSES	CREDITS	SEMESTER CLASSES
English	4	8
Math	4	8
Lab Science	3	6
Global Studies	1	2
World History	1	2
US History	1	2
Economics	.5	1
US Government	.5	1
Fine Arts/CTE	1	2
World Language	2	2 college or 4 high school
CPD150/STU150	.5	1
Electives	3.5	7
TOTAL	22	42 (44)

Academic Information

Academic Policies

District Grading Scale:	90 - 100% = A
	80 - 89% = B
	70 - 79% = C
	Below 70% = F

At least a "C" is required to pass a class and receive credit. This applies to all classes taken at the high school and college.

College credits are transferred to high school credits using the following ratio:

1 college credit	= .17 high school credits
2 college credits	= .34 high school credits
3 college credits	= .50 high school credits
4 college credits	= .68 high school credits
5 college credits	= .84 high school credits

Incomplete grades for any course must be completed within a defined amount of time or they will become an "F" by default.

If a course is retaken, the new grade is calculated into the grade point average (GPA).

Summer school is available to make up "F's" or Incompletes. Each campus establishes eligibility for summer school and the number of semester classes that can be taken.

Academic probation is a condition of heightened accountability and greater support. Based on their performance, students may be placed on academic probation at any time. Parents will be informed and a mentor may be appointed.

Grade point average (GPA) is determined by two methods. Unweighted GPA is calculated by giving all classes taken the same weight. A weighted GPA gives an additional grade point to specific college classes successfully completed, such as English 101.

The School Year

The calendar for the current school year may be referenced at the AAEC website: www.aaechighschools.com

Change of High School Schedule

Changes in students' schedules are allowed only under specific circumstances delineated on the schedule form. If there is a schedule conflict the student will fill out a schedule change request form and submit it for administrative approval.

Student Use and Care of Textbooks and Related Materials

In compliance with Arizona Revised Statutes, the AAEC District may provide free high school textbooks for all students (college textbooks and materials are purchased by the individual student/family.) Additionally, ARS 15-727 and 15-729 require students to be responsible for the care of textbooks and related materials. Accordingly, students will be charged for damaged books and materials. Students who fail to return textbooks and materials will be charged the full purchase price to replace lost or missing books.

Homework

Homework is necessary to reinforce information and skills learned daily. Students can expect assignments on a regular basis.

Assessments/Exams

Final exams are scheduled in all classes at the end of each semester. Students must take a final exam. Taking exams early must be approved by the campus administrator, not individual teachers.

All students must take all assessments required by each department. If a student misses an assessment, he/she is required to make it up, following the absence policy. All students are required to take a final assessment. The date of this assessment is announced in advance.

ParentVue and StudentVue

It is the responsibility of students and parents/guardians to check the student's grades frequently online through ParentVue and StudentVue. See the Executive Assistant in the front office for the website and access code.

Progress Reports

Progress Reports are issued and posted on Parent Vue and Student Vue throughout the semester. These reports indicate how a student is doing in each course. Teachers, parents or guardians, and students are encouraged to communicate about progress reports via email or by scheduling a parent/teacher conference.

Report Cards

Official report cards will be issued and posted two times per year. Only the first and second semester grades are entered onto the student's official transcript.

Honor Roll

At the end of each semester, Honor Roll lists will be posted. The following criteria will be used to govern eligibility: All courses taken for credit are utilized in the computation. Any student receiving a failing grade in any subject will be ineligible for consideration. Weighted GPA's are utilized for computation. Honor Roll = minimum of a 3.0 GPA; Principal's List = minimum of a 3.5 GPA.

Class Rank

Students will be ranked on the basis of their grade point average which will include all courses the student has taken. Computations for ranking purposes will be carried out to three (3) decimal places. Both weighted and unweighted GPA's are included on the student's transcript; however, class rank is based on the weighted GPA.

Parent Meetings

At the request of either the parent or guardian or teachers, a meeting will be scheduled to review: student progress, work habits, homework, student/parent/student concerns. A meeting may also be called to create a plan for improvement.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally schools must have written permission from the parent or eligible student in order to release any information from a student's record. However, FERPA allows schools to disclose these records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interests; other schools to which a student is transferring; specified officials for audit or evaluation purposes.

Withdrawal from School

Students who withdraw from school are required to obtain an official withdrawal form from the office. This form must be initiated by the parent/guardian. When the student has been cleared by each teacher and has turned in all books and materials, an official withdrawal form will be issued.

Academic Integrity

Plagiarism and cheating, whether deliberate or otherwise, will not be tolerated. Plagiarism is the use of another person's work, regardless of quantity (e.g. one sentence, paragraph, entire text, or product) whether done deliberately or not. In using quotations or citations from the work of other individuals, students will be required to follow the teacher's instructions for citing citations properly. In the absence of teacher's instructions, students will use MLA format.

In addition, all work must be the student's own. Cheating of any kind will not be tolerated. Cheating is defined as copying or plagiarizing another person's paper, homework, daily work, quiz, or test. It includes having unsanctioned notes/text messages during a quiz or test, looking at another student's paper during a quiz or test, speaking out loud during a quiz or test in a way that would assist another student or themselves, or giving work to someone else. Any student caught cheating or helping another student cheat will receive a zero on the assignment and his or her parents will be notified. If a teacher determines that plagiarism or cheating has occurred, academic sanctions and disciplinary consequences will be administered.

National Honor Society

The National Honor Society is a nationwide organization of which AAEC National Honor Society is a charter member. The purpose of NHS is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character in the students of our high school. NHS membership is an honor afforded to outstanding sophomores, juniors and seniors. To be considered for membership, students must maintain a minimum 3.5 cumulative GPA. Students must also meet rigorous criteria for leadership, character and service.

College-ready Student/Qualified Student

Maintaining a grade of C or better in all classes, including those at the college, is a minimum requirement for students to be considered college-qualified. Just as a “D” or “F” grades remove this qualification, so does withdrawal from or non-completion of a college class. “College qualified” also means that students have no disciplinary issues, including attendance, and have exhibited the maturity to experience success in the college environment. Should a student not meet these requirements, college classes will be withheld or limited for the next semester.

AAEC Students and the Community College

Student conduct at the college reflects on AAEC and its students. Therefore, all AAEC rules and policies apply to students while at the college. Students must take the college placement test (ACCUPLACER) in order to take college classes. Courses taken will normally be those that contribute to completing an Associate’s Degree or the AGECE (Arizona General Education Curriculum) and are at the transferable level (100’s or above.) ***Only college credits earned with a “C” or above will transfer to AAEC as high school credit and be considered as successful completion of the course. AAEC pays tuition for qualified Arizona residents’ college classes. Classes not successfully completed can be retaken at the student’s expense. Dropping a class or being issued a “W”, or “I” is not considered successful completion of a course.*** Modification to the college plan will be made if a student’s academic performance or personal accountability comes into question. The school uses the input students receive from their college advisors for academic planning (college pathway.) The community college requires that students enrolled in college courses have the necessary course textbooks. ***College textbooks and any special college course fees are the responsibility of the student/family.*** All students, regardless of their college class enrollment, will maintain full-time status (4 hours per day) for the days when high school is in session but college is not in session. Students may not enroll in college courses without approval by an AAEC administrator. Approval will not be given for Flex Express, GIL, certain hybrid classes or online classes. Students enrolling in summer or winter classes at the college do so at their own expense. Students who change college classes they are enrolled in, without the approval of an AAEC administrator, are responsible for payment of the class/classes.

Attendance Policy – 90% Attendance Requirement

In order to receive credit for the semester, 90% attendance is required in each assigned class. Classes missed due to school approved activities (i.e. field trips, student government, etc.) are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. Students are expected to make up missed work in a timely manner.

State Truancy Law

School attendance is not only a good habit, but state law requires it. Arizona state law (ARS 15-802.A & ARS 15-803.E) requires that every person who has custody of a child between the ages of six and sixteen, ensures that child's attendance at school unless they are unable to attend due to illness or another legitimate reason. If a parent fails to comply with law, they may be found guilty of a Class 3 misdemeanor.

Absences

Regular, uninterrupted attendance by students is fundamental to student success. Consequently, AAEC will make diligent efforts to support parents/guardians and students in the improvement of attendance.

When a student is absent, the parent/guardian is expected to call the Administration Office before 10:00 AM to inform the school of the absence. If the parent is unable to call, a note from a parent/guardian may be provided on the day the student returns to school. The note should include the student's name, date of absence (s), the parent/guardian's name and phone number. Absences not excused within 24 hours will remain unexcused. However, both excused and unexcused absences count against the 90% attendance requirement.

Religious absences are excused; doctor and dentist appointments will be excused with a note from the doctor's office. The student is solely responsible for obtaining any missed work due to the absence(s).

Makeup Work

Students are responsible to make up all work missed when absent from school. It is the student's responsibility to ensure that all work is obtained from their teacher upon returning from any type of absence. The student has an amount of time equivalent to the number of days absent to submit the work. Students who are truant (ditching) will not receive credit for a class.

Days allotted for homework recovery are as follows:

For all excused absences, students have one day for each day missed to submit makeup work.

If a student misses school on Monday, homework is due Wednesday.

If a student misses Monday and Tuesday, homework is due Friday.

If a student misses Friday, homework is due the following Tuesday.

Students informed of homework/assignments/tests/projects etc. prior to an absence will be held accountable for their work according to the teacher's expectations/syllabus. This includes work due on the day of the absence.

Teachers retain the discretion to assign alternative work for makeup or missed assignments, tests, projects, papers and quizzes as a result of any valid excused absence.

Tardy Policy

A student shall be considered tardy if he/she is not inside the classroom when the class is scheduled to begin. Students arriving on campus after the class begins must report to the office for a late pass. A late arrival to school may be excused if a parent or guardian calls in, provides a note or accompanies the student to the office. These excused tardiness will be limited to three per semester. All others will be considered unexcused and students will be subject to disciplinary procedures.

Students who are late to class throughout the remainder of the day will follow their individual teacher's policy and procedure as outlined in their teacher's syllabus. Excessive tardiness may require a parent or guardian/student/teacher/administrator conference and potential loss of college privileges.

Leaving School Early

Parents or guardians must call the office to authorize an early departure for any reason. This must be completed before their student departs campus, and it is the student's responsibility to verify that permission has been received before leaving the campus.

If a student becomes ill after arriving at school, he/she must report to the office. At that time, the student's parents/guardian will be contacted and a determination will be made as to whether the student needs to be sent home. Any student not receiving permission to leave/or who does not check out through the office will have a truancy (cut, unexcused absence) assigned.

Chronic Illness

ARS 15-346 provides for adjunct accommodations for students with chronic health problems. This is defined in part as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease or accident but who are not homebound." A Chronic Health Illness Plan may be put into place when a medically certified, chronic illness impacts attendance. Students may be exempted from the 90% attendance requirement, as well as given modified assignments to replace what was covered during their absences.

Student Expectations

Expectations are high for student self-control and behavior. Students who choose to act out in ways that are inappropriate or are in any way disrespectful towards faculty, staff and peers will face consequences that may culminate in detention, suspension or expulsion.

All students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function on or off campus. The regular school day includes the time of travel to and from a student's home. All students are expected to leave the campus when their day has concluded. Students are not allowed into classrooms or other school buildings for any reason without faculty or staff supervision. Full-time enrollment requires that students actively be in a class for a minimum of 4 hours each day (including weeks when college classes are not in session.)

Students must respect public and private property in the community. Defacing, littering or trespassing is forbidden.

Students are expected to be prompt to all classes. Report directly to class and obtain permission from the teacher to leave class for any reason. Report directly and immediately to the office upon arriving late to school.

Community Service

All students are required to complete 15 hours of community service for each semester they attend AAEC. Community service must be through a non-profit organization, i.e.: library, church, hospital, food drive, etc. Student and club activities (unless specifically designated by the club/sponsor/ designee) do not count for community service hours. However, some hours such as approved/supervised student tutoring or peer mentoring may apply. Students cannot miss regularly scheduled classes to complete community service. Timely and proper paperwork must be included with each submission.

Guests/Visitors

Students not enrolled at AAEC are not permitted on campus. Individuals not employed by the school district must check in at the main office. Parents/guardians are always welcome in the classroom with prior teacher and administrative approval. Parents are required to check in at the main office. It is usually best to call ahead for an appointment as classes will not be interrupted for unscheduled meetings.

Closed Campus

Students are not permitted to leave school property during the school day without following the proper school procedures.

Food and Drinks

Meals and snacks are available for purchase during lunch. No food or drink is permitted in the classrooms. Food and beverages, during celebratory activities, may be permitted with administrative approval.

Drinking water is permitted inside the classroom providing it is in a container with a lid. In addition, due to possible health hazards, no high energy drinks, such as Red Bull, Rock Star, and Monster are allowed on campus. Chewing gum is not permitted inside or outside any AAEC building or anywhere on campus premises.

Electronic Devices

Students are expected to cooperate with all school personnel regarding the use of cell phones and other personal electronic devices. Devices used in the classroom without teacher authorization may be confiscated and taken to the office. Parents may be required to pick up the device. *Further discipline may be taken for repeat offenders.*

Bicycles/Skateboards

Bicycles/skateboards are to be locked and parked in the area provided within the campus. They are not to be ridden on school grounds.

Parking Procedures

All students who park a vehicle/motorcycle on AAEC grounds must have a valid Arizona driver's license. All vehicles/motorcycles must be registered in the main office. Student drivers must adhere to campus driving and parking rules. Students park at their own risk. Do not leave valuables in parked cars, as AAEC does not assume any responsibility for lost or stolen items. Student vehicles parked on school property are subject to search by school officials if there is reasonable suspicion.

Parking Procedures (continued)

Students must leave their vehicle and the parking lot immediately after parking. Sitting in cars is prohibited during the school day, including lunch hours. There is absolutely no loitering in the parking lot during the school day. Students must drive their vehicles carefully and with a concern for the well-being of others.

Personal Property

Personal or individual property brought on any AAEC facility is the responsibility of the individual (staff, students, parents or guardians) bringing the item on site.

AAEC **is not** responsible for lost, stolen or damaged personal items brought on an AAEC facility at any time.

School/District Transportation

Valley Metro bus cards are provided for students who live more than one mile from the school. A parent permission slip must be on file in order to receive a bus card. In order to receive a new bus card, the expired card must be returned. Students are required to attend school on a regular basis in order to receive a bus card. A fee will be charged for the replacement of a lost or stolen bus card.

Eligibility to Participate in Extracurricular Activities

In order to participate in extra-curricular activities, a student must be earning a passing grade in each course in which they are enrolled and shall maintain satisfactory progress towards graduation.

Activities Information

All students who participate in field trips sponsored by AAEC do so with the understanding that any injuries or other medical problems that might occur must be reported to and will be addressed by the sponsor/advisor. Students who participate in extra-curricular activities must be covered by medical insurance. Medical coverage is the responsibility of the family.

Fundraising

The various clubs and activities on campus are permitted to hold fundraisers to fiscally support their activities. A written request for approval must be submitted to Student Government and an administrator. All monies earned must be recorded by campus personnel, and deposited to the District Office.

School Activities and Dances

All school policies will be in effect at all AAEC High School sponsored activities and dances. Student attire at school activities and dances must conform to the school dress code. All students attending a school dance must conduct themselves appropriately. There is no loitering permitted on site during or after a dance. Students who do not vacate the premises immediately after the dance will be restricted from attendance at future dances. Students wishing to bring a guest must obtain a guest pass at least two weeks prior to the dance. Behavior that is inappropriate will result in the student being removed from the dance and no refund will be given. Further disciplinary action will be taken.

AAEC Disciplinary Policy

The purpose of this student disciplinary policy is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors. AAEC operates under a “no tolerance” policy for drugs, alcohol, weapons, tobacco, and violence.

Any behavior that disrupts the learning process and/or threatens the safety of AAEC students, faculty, staff or visitors is subject to this discipline policy. Under the policy, there are four (4) main consequences for infractions as follows:

- *Immediate suspension followed by a special disciplinary hearing or a board hearing with a recommendation for expulsion.
- *Immediate suspension followed by a special disciplinary hearing or a board hearing with a recommendation for a long-term suspension.
- *1 to 9 days of in-school or out-of-school suspension.
- *Detention or community service; if a student violates school policies on multiple occasions, these multiple offenses may lead to progressive discipline and may possibly result in expulsion.

The principal will make the determination of the severity of the behavior and the appropriate consequence. These decisions are binding.

If one student violates this policy on multiple occasions, these multiple lesser offenses may lead to progressive discipline and may possibly result in expulsion.

AAEC reserves the right to modify this discipline policy or the implementation of its consequences to account for special circumstances. This determination will be made at the discretion of the principal.

In addition to these consequences, any violation of the community college “Student Disciplinary Code” will apply to the offending student.

The following is a list of some discipline policy violations and recommended consequences. This discipline policy is in no way limited to or by this list. It is meant only as a guideline.

Bullying/General Harassment

Bullying occurs when a student treats another abusively, or threatens another through actions or statements that are reasonably interpreted as a serious expression of purpose to inflict harm. Bullying may include, but is not limited to:

- *Intentionally, repeatedly, or over time in any way inflicting or threatening to inflict physical or emotional injury or discomfort on another’s body, feelings or possessions.
- *Physical harm to another student’s body or property, intimidating through physical proximity with the intent of instilling fear due to the victim’s lack of strength or handicap.
- *Emotional harm to another student’s sense of self.
- *Social harm to another student’s group acceptance.
- *Demeaning another student through taunting, writing, artwork, or being habitually cruel with the express purpose of embarrassing, humiliating, or demeaning the victim in front of his or her peers or affecting the victim’s self-perception in a negative way. This may include, but is not limited to, comparing in a negative way, body size or any part of the body, mental capacity, sex or sexual orientation, or any physical trait, dress that may not conform with another student’s due to lack of financial resources or the wearing of cultural or religion-prescribed attire.

Bullying/General Harassment (continued)

Harassment may include behavior or innuendos (spoken, written or graphic,) related to gender, race, color, religion, national origin or disability that are vulgar, lewd, obscene, or plainly offensive or that disrupt or materially interfere with school activities. These may include, but are not limited to, implied or overt threats, intimidation, demeaning jokes, taunting, slurs, derogatory remarks or nicknames. Any student aware of any bullying must report to the Administration.

ARSS 15:341 (40) requires that all schools prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating, or bullying other pupils on school grounds, on school property, on school buses, at school bus stops and at school-sponsored events and activities.

Cyber Bullying

Cyber bullying is when a child, preteen, or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another using the internet, interactive and digital technologies or mobile device.

Graffiti and Markers

A graffiti implement includes but is not limited to aerosol paint, broad tipped markers, paint sticks, permanent markers such as Sharpies or any device capable of scarring or leaving a visible mark. Students shall not be in possession of any such implements while attending or traveling to or from school unless they are enrolled in a class that requires the implement for school-related purposes.

Students who are not enrolled in such classes or do not require such implements for school-related purposes will have the implements confiscated. If graffiti occurs, in addition to discipline consequences, students and/or their families will be responsible to repair or replace damaged items.

The Use or Possession of Drugs/Drug Related Paraphernalia and/or Alcohol

AAEC is a drug, alcohol and tobacco free school zone. No student is permitted to have any such item on campus, on their person or in the vehicle while on school property. This is to include paraphernalia such as e-cigarettes, vapes, hookah, lighters, etc. on campus or at school sponsored events. Students in possession or using such products will be disciplined by the school and may receive a police referral for such violation.

AAEC has a “no tolerance” policy and students who violate this policy will be recommended for expulsion. Parents and law enforcement will be notified.

The Use or Possession of Tobacco

Any students using tobacco in any form or have in their possession cigars, cigarettes, pipes, e-cigarettes or other smoking or vaping materials or who have in their possession chewing tobacco, snuff or any type of tobacco product on campus, at school-related events, in the school parking lot or properties immediately adjacent to the campus, will be recommended for expulsion per the “no tolerance” policy.

Weapons Policy

AAEC has a policy of “no tolerance” for guns, ammunition on or near school property or at school-related activities. Weapons include any gun which shoots pellets, bb or similar material. Accordingly, a student who possesses any type of weapon (real or simulated) on or near school grounds or at school-related activities will be subject to long term suspension or expulsion.

AAEC has a policy of “no tolerance” for possession of any other instrument or weapon that may be dangerous or intimidating.

ARSS 13-3101 – 13-3110 further prohibits the concealment of weapons and possession or sale of explosive devices.

In addition to school discipline for the above violations, infractions may result in the filing of criminal charges.

Public Display of Affection

AAEC has specific guidelines regarding public displays of affection. Good taste calls for students to conduct themselves as ladies and gentlemen at all times. It is in poor taste to show “unbecoming familiarity” at school or school-related activities. At AAEC, holding of hands will constitute the limits of familiarity that will be permitted on campus or at AAEC sponsored events.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexual innuendos or other verbal or physical conduct of a sexual nature when made by a student to another student or staff member. Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any student who engages in sexual harassment while acting as a member of the school community or while on school property shall be in violation of this policy. Sexual harassment may include but is not limited to:

- touching, pinching, grabbing, impeding or blocking movement or lewd gestures,
- continuing to express sexual interest after being informed that the interest is unwelcome.

Sexting

Sexting is the act of sending sexually explicit messages or photos electronically, primarily between cell phones or other electronic devices. Any student who is subject to sexual harassment or who is aware of the occurrence of such conduct should immediately contact a school administrator.

Student Search and Seizure

AAEC administrators have the right to search students and seize contraband. The U.S. Supreme Court has held that the Fourth Amendment warrant and probable cause standard does not apply to school officials who search students suspected of violating school rules. Instead, the legality of a student search depends upon reasonableness of the search in light of all circumstances.

Due Process

Every student has the right to an education. Whenever a student is deprived of his right to an education, through disciplinary proceedings such as suspension or expulsion, the student is entitled to due process. This right to due process includes the right to notice and a fair hearing prior to the administration of long-term suspension or expulsion.

Suspensions less than 10 days are not appealable.

Dress Code

A student's attire should not present a public health or public safety issue. In addition, distracting dress interferes with the orderly operation of a school. Student appearance should be clean, neat and appropriate in material and style. Students will not be allowed on campus without appropriate attire.

Examples of unacceptable clothing and appearance include, but are not limited to:

- Rips, holes and/or tears that show skin above the knee are not permitted. Clothing that is disruptive in appearance, contrary to good hygiene, detrimental or distractive to campus order is prohibited.
- Pants and shorts must be clean, neat and fit appropriately. Length of all shorts, skirts, dresses must be no shorter than 4" above the knee.
- Tight, body-hugging or revealing clothing is prohibited. This includes spandex, leggings or jeggings, worn without a mid-thigh top.
- No sleeveless, spaghetti straps, bare backs, halter tops, tank tops, tube tops, off the shoulder blouses, racer backs, sports bras or fish net materials are permitted.
- Undergarments such as bras, bra straps or boxers should not be exposed.
- Low-cut necklines that expose cleavage are prohibited. No bare midriff tops are allowed. Tops must not reveal the belly or back when arms are raised above one's head.
- Male students are not permitted to wear sleeveless shirts or tank tops.
- All bottoms must be worn at the natural waistline with no undergarments showing (including boxers or shorts.) Students who are sagging will not be allowed on campus.
- No sleepwear is to be worn (pajama tops, bottoms, lounge pants or slippers) unless it is student government approved i.e. pajama day.
- Shoes must be worn at all times.
- No sunglasses are to be worn inside the buildings.
- No hats/caps, hoods, bandanas, scarves, hairnets, doo rags, skull caps or novelty head coverings are to be worn indoors. This applies to both men and women. Religious headwear may be worn upon principal review.
- No spiked collars, wristbands, belts or similar accessories.
- Minimal facial piercing/studs. Makeup must be tasteful and not disruptive to the learning environment.
- All perfumes and lotions are to be used in minimal amounts and will not be sprayed or applied in the classroom due to the potential health hazard to students with asthma and allergies.
- All personal grooming is prohibited in the classroom.
- Wording or other inappropriate content on clothing, jewelry, or written on skin is not permitted. This includes phrases or slogans which are sexually suggestive, show nudity, or other inappropriate references or language.
- No gang related, drug, tobacco, alcohol, sexist, profane, racist logos are permitted.

AAEC reserves the right to make changes as deemed necessary

Medical Information

Emergency Contact Information

Students must have updated emergency and health information on file. Please call or visit the office to update any changes in contact or health information and alternate contacts if a parent/guardian is not available in case of emergency.

Prescription Medication

Short term prescription medication must be checked into the office and can only be administered and monitored by an office designee if it is brought to school in the original container and with the RX label intact. Prescription medications must also be accompanied by a permission slip signed by the parent or guardian.

Over-the-Counter Medication

Over-the-counter medication, such as aspirin, can only be administered to students if a permission slip signed by the parent or guardian is on file in the main office.

Medications

Medication, prescription or over-the-counter, must be checked into the office and can only be administered and monitored by the office designee. In order for medication to be administered by the office designee, the proper paperwork must be signed and submitted to the office by the parent/guardian.

Emergency Procedures

AAEC has an Emergency Response Plan and Policy in place. Fire, evacuation and lockdown drills are held on a regular basis to prepare staff and students for emergencies.

AAEC Information Technology Acceptable Use Policy

Individuals will not knowingly permit use of entrusted access control mechanism for any purpose other than those required to perform authorized class functions. These include logon identification, passwords, workstations identification, use identification, file protection keys or production read or writes keys. Employees and students will treat all information maintained on AAEC computer systems as strictly confidential and will not release information to any unauthorized person. Employees and students will agree to abide by all applicable state, federal, AAEC and college policies, procedures and standards that relate to AAEC information security standard and AAEC Information Technology Acceptable Use policy.

Annual Notification of Nondiscrimination

It is the policy of AAEC not to discriminate on the basis of race, color, national origin, sex or disability in its: services, activities, and CTE programs as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights, or grievance procedures, contact the Title IX and 504 Coordinator, Suzanne Drakes, at 315 E. Mulberry Dr., Phoenix, AZ 85012, 602-297-8500.

Asbestos Management Plan

The AAEC District engages in a continuous asbestos surveillance program to assure that there continues to be “no” asbestos containing materials used at any of the AAEC schools. A copy of the District asbestos management plan is available for review at the District Office. You may also review the management plan upon request at any of the AAEC High School administrative offices.